

**SLPA Executive Committee (EC) Meeting**  
**September 29, 2025**  
**10:30 a.m. - Noon**

**MINUTES**

Meeting Notes & Potential Action Steps

In attendance: K. DaBoll-Lavoie (President), J. Burns (Immediate Past President), K. Reese (Vice-President), B. Ritchings (Secretary), C. Cook (Treasurer)

Agenda Topic/Meeting Notes	Action Steps
Welcome from K. DaBoll-Lavoie	
<p>Report on Membership: As of 9/25/25 we have 91 members (83 “regular” members, and 8 “associate” members)            [Records since 1997, highest before was 77 in 2011 &amp; 2014]</p>	<ul style="list-style-type: none"> <li>● K. DaBoll-Lavoie, B. Ritchings, C. Cook will compare spreadsheets to ensure each has all the updated membership data.</li> </ul>
<p>Updates from K. DaBoll-Lavoie (since the August mtg) (information sharing)</p> <ul style="list-style-type: none"> <li>● K. DaBoll-Lavoie thanked all the officers for meeting with her one on one</li> <li>● Committee Updates               <ul style="list-style-type: none"> <li>○ Fundraising &amp; Development Comm (new name)                   <ul style="list-style-type: none"> <li>■ Met w Chris Wiles, Committee Chair</li> <li>■ [Committee membership and chair set, update on events: Historic Home Tour is being planned, investigating SLPA merchandise to sell, investigating liability insurance (event liability insurance and BoD insurance – no prices yet)]</li> </ul> </li> <li>○ By-Laws (mtg this week; work continues over winter)</li> <li>○ Agency Partnerships for Water Quality &amp; Invasive Species Committee (considering request for revised charge) [K. and J. DaBoll-Lavoie will attend NYSFOLA Western Region Conference in October. J. Burns will join this committee as a member]</li> <li>○ Invasive Species Comm: [Discussed additional process of identification: Share out committee member name and phone number for people to contact if they think they see an invasive species in</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Add J. Burns to Agency Partnerships Comm</li> <li>● Share out committee member name and phone number to contact if someone thinks they see an invasive species in the lake. (First need to get permission of committee member to share out info.)</li> <li>● Create 2026 membership form: new dues, individual committee “check offs”, dates of membership (K. DaBoll-Lavoie)</li> </ul>

<p>the lake. (First need to get permission of committee member to share out info.)]</p> <ul style="list-style-type: none"> <li>○ Membership: sent individual emails to new members who indicated interest in committee (5), revised 2025 form (committees, Venmo, 501 status). Discussed w B. Ritchings developing fillable form with automatic submission via website. [B. Ritchings has purchased new software to assist with this.] [Discussed adding a component to the Membership Comm: “welcome committee/packet” to distribute to all new lake property owners, including information about invasive species, SL handbook, etc.]</li> <li>○ Poker Run Committee (initial brainstorming mtg/emails)</li> <li>○ Communications Committee <ul style="list-style-type: none"> <li>■ K. DaBoll-Lavoie met w D. Naylor, Chair</li> <li>■ Goal = Weekly posts (pls share ideas for posts)</li> <li>■ K. DaBoll-Lavoie has worked on the following posts: Picture w J. Burns &amp; P. Giardino (Food Pantry) presenting SLPA check; developed SLPA poster board (as a means of communicating about the organization), took picture fr Craft Fair; picture of EC mtg</li> </ul> </li> <li>○ Website Committee (new member; software/server) (B. Ritchings has updated mission, how to access “members only” page, minutes, by-laws discussion and how to give feedback, 2025 membership form) [Discussed professional web page designer to transfer site to platform that is supported (current platform is no longer supported).] [Discussed budget implications, all agreed on the importance of having a functioning web page that can be supported.]</li> <li>○ “Star Lake Handbook” Committee (mtg mid Oct)</li> <li>● FOLA – K. DaBoll-Lavoie and J. DaBoll-Lavoie (as chair of Partnership Comm) registered for Western Region Oct conference (need to think forward to annual/more significant registration cost) [Discussed attendance at annual conference as potential “budget item,” given registration cost. Potentially attend once to see if it is a helpful conference.]</li> </ul>	<ul style="list-style-type: none"> <li>● Create fillable membership form (B. Ritchings)</li> <li>● Develop “welcome packet” to give to new lake property owners (Membership Committee)</li> <li>● Send Exec Comm picture &amp; accompanying text to D. Naylor to post on FB (K. DaBoll-Lavoie)</li> <li>● Explore professional web page designer to transfer site to platform that is supported. (B. Ritchings &amp; K. DaBoll-Lavoie)</li> </ul>
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<p>Committees (things to think about/questions for consideration)</p> <ul style="list-style-type: none"> <li>● Need to think about updates to charges (e.g., adding “Lake Clean Up” as part of committee charge, vs. separate task) [Group concurred.]</li> <li>● Need to think about combining any committees (e.g. Social Activities and Poker Run) [Group concurred – discussed need to make sure that there is a role for all committee members, by combining some committees this could be further ensured.]</li> <li>● Note: some committees are/will “sunset”/on hiatus: 501(3)c, SL Handbook, ByLaws ... (others?)</li> <li>● Need to revive Long-Term Planning and Strategy Committee (not wait til Bylaws are done), suggested membership? [Discussed committee membership and importance of including a range of members (age range, connection to lake, etc.) – committee also could include chairs of other SLPA committees.]</li> <li>● Potentially need to connect Social Activities and Fundraising &amp; Development Committee</li> <li>● Question for consideration: Annual Reports/process for reporting to Exec Comm? [Decided not to ask for Annual Reports at this time, but continue to ask for oral reports at SLPA mtgs with brief written description to be sent to SLPA Secretary]</li> <li>● Committee Membership: <ul style="list-style-type: none"> <li>○ Share current committee membership (see attached)</li> <li>○ Question for consideration: Can non-members of SLPA serve on committees? [Discussed “preferable” that committee members are members of SLPA, recognized that sometimes an individual might not be a member but they are under the umbrella of a family member’s membership.]</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Potentially revise committee charges (K. DaBoll-Lavoie)</li> <li>● Think about potentially combining some committees (K. DaBoll-Lavoie)</li> <li>● Revive Long-Term Planning and Strategy Committee – determine membership. (Send ideas to K. DaBoll-Lavoie.) (All)</li> <li>● Connect the Social Activities Committee and Fundraising &amp; Development Committee (K. DaBoll-Lavoie)</li> </ul>
<p>Summer 2026 Planning (things to think about/questions for consideration)</p> <ul style="list-style-type: none"> <li>● Dates for meetings (add in coffee/doughnuts prior to mtg start/”meet and greet”), Poker Run, clean ups etc [Discussed complexities of “coffee/doughnuts,” brainstormed how to welcome new members at meetings including having EC and/or members of Membership Comm at door greeting attendees and introducing them to others prior to mtg]</li> </ul>	<ul style="list-style-type: none"> <li>● Start to plan out “Speaker Series”</li> </ul>

<ul style="list-style-type: none"> <li>• “Speaker series”/Potential dates [K. DaBoll-Lavoie suggested mid week “speaker series” focused on topics of interest, e.g., water quality. Open to the public. SLPA sponsored. Might be of interest to members/non-members who are not able to attend regular meeting. Potential speaker: Mark Hall given his role in APA and in the community. Group thought the idea was worthwhile and planning should move forward.]</li> <li>• Potential agenda items for meetings: brainstorm what lake projects we should focus on, start thinking about “strategic plan” (next 5 yrs), include time for “sightings”</li> </ul>	
<p>Financial</p> <ul style="list-style-type: none"> <li>• Develop budget (and then share with membership) (Chris draft?) [Group agreed that we should develop a budget to be shared out. Potential upcoming costs: liability insurance, web page developer, lake projects (TBD).]</li> </ul>	<ul style="list-style-type: none"> <li>• Develop budget (C. Cook)</li> </ul>
<p>Discussion/Brainstorming:</p> <ul style="list-style-type: none"> <li>• Needed “lake projects” [Brainstormed potential projects (including invisible work): clean area around outlet/put out bench for sitting/resting while walking around lake, support invisible work (when individuals are no longer able to do it), beavers, geese, buoys, stone cut (town issue: metal walls/supports are weakening; also much sand under bridge), trees/objects in water – in past SLPA has financially supported making and posting of speed signs, spraying for tent caterpillars, black fly spraying. Discussed potential work projects (similar to “neighbors helping neighbors”). Group agreed to keep thinking about potential lake projects, talking with others to generate ideas, and sending the ideas back to K. DaBoll-Lavoie.]</li> <li>• Think about “invisible work” and who is doing it – sustainable model? [Brainstormed “invisible work” (some of which is being done by non SLPA members). [Discussed recognizing in some way people doing the “invisible work,” including sending thank you notes.]</li> </ul>	<ul style="list-style-type: none"> <li>• Think about potential lake projects, talk with others to generate ideas, and send the ideas back to K. DaBoll-Lavoie. (All)</li> <li>• Potentially send thank you notes to people doing “invisible work.” (or other form of recognition)</li> </ul>
<p>Other discussion items/Brainstorming:</p> <ul style="list-style-type: none"> <li>• Exec Board goals for this upcoming year [Some goals are reflected above and in action items. Discussed the fact that some years, given low membership numbers, the goal</li> </ul>	<ul style="list-style-type: none"> <li>• Review “financial request” form and process (K. DaBoll-Lavoie)</li> </ul>

<p>was to keep the organization “alive” – membership has increased this year.]</p> <ul style="list-style-type: none"><li>● Google folder (?) [Exec Comm members don’t use at current time]</li><li>● Topics/issues Exec Board wants to think about/address:<ul style="list-style-type: none"><li>○ Development of budget</li><li>○ Monies needed by individual committees and whether a spending limit might be set prior to a committee needing to ask permission from the Exec Bd</li><li>○ Continue to clarify financial request process</li><li>○ Membership “categories”</li><li>○ Recognition of individuals/families with “continuous membership” (year to year)</li></ul></li></ul> <p>[To further expand community knowledge about SLPA, would like to post recognition of SLPA’s contribution to the Food Pantry in the BH.]</p> <p>[Chris distributed Treasurer’s Report (through 9/28/25). CD matures in October, all agreed that it should be reinvested into another CD.]</p>	<ul style="list-style-type: none"><li>● Reinvest funds into another CD (C. Cook)</li></ul>
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